Christian Life School

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Family Handbook
2026 – 2027



“Start children off on the way they should go, and even when they are old they will not turn from it.” Proverbs 22:6

Additional updates are posted on our website

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MISSION STATEMENT

Christian Life School is a caring and safe haven that strives to disciple and educate students in a Christian worldview.

VISION

Centered on Christ, we see Christian Life School as a lighthouse in the community, which attracts students and teaches them to be salt in the world.

SCHOOL VERSES

"Start children off on the way they should go, and even when they are old they will not turn from it." Proverbs 22:6

"Whatever you do, work at it with all your heart, as working for the Lord ..."
Colossians 3:23a

MOTTO

"Excellence in All"

MASCOT

Judah, the Lion, is the CLS mascot. The symbolism for the Lion of Judah has two aspects CLS wants to recognize. The very first lion, Judah, is found in Genesis (Genesis 49: 8,9). Though Judah initially was instrumental in selling his brother Joseph as a slave to the Ishmaelites (Genesis 37:26), he later offers himself as a slave to Joseph so Benjamin can return to his father Jacob. Through these actions, the lion of Judah represents **values**, **generosity**, **selflessness**, and **commitment**. The last Lion of Judah is symbolic of Jesus Christ, the "**triumphant**" One of Revelation 5:5. Jesus Christ also represented the character of the first lion of Judah.

COLOURS

The school colours are **blue** and **white**.
Blue: Blue is the school colour that reminds us of the heavens. We are temporary citizens of our country and planet, but eternal citizens of heaven. "But our citizenship is in heaven. And we eagerly await a Savior from there, the Lord Jesus Christ, ..." (Philippians 3:20).
White: White signifies moral, spiritual, and physical purity. We feel our students need to remember their separation from things of the world which could corrupt their outlook, performance, and testimony. White also reminds us of purity and righteousness as we compete. "Cleanse me with hyssop, and I will be clean; wash me, and I will be whiter than snow" (Psalm 51:7).

INTERDENOMINATIONAL STATEMENT OF FAITH

WE BELIEVE:

- The Bible to be the only inspired infallible and authoritative Word of God. (2 Timothy 3:16)
- That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (1 John 5:4-6)
- In the deity of our Lord Jesus Christ; His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (1 Corinthians 15:3)
- That the justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man. (Romans 3:22-24)
- The prime agency for the work of God's kingdom is the Christian local church functioning under the sovereignty of our Lord Jesus Christ. (Ephesians 1:22-23)
- In the present ministry of the Holy Spirit who gifts and empowers the church for its work, life and worship. (Galatians 5:22-26)
- In the return of Jesus Christ to consummate His kingdom, in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:24-29)
- In the spiritual unity of believers in our Lord Jesus Christ. (Ephesians 4:1-3)



PHILOSOPHY OF EDUCATION

1. BIBLICAL

We recognize:

- The authority of God, Creator of all things, holy, perfect, and sovereign.
- The centrality of Jesus Christ for salvation.
- The ministry of the Holy Spirit in daily living.
- The authority, authenticity, and reliability of the Bible.
- Biblical solutions to all problems.

2. ACADEMIC

We endeavour:

- To promote high academic standards within the potential of the individual as uniquely created by God and to help each student realize her/his full academic potential.
- To help each student gain a thorough comprehension and command of the fundamental processes used in communicating with others, such as reading, writing, speaking, and listening.
- To teach and encourage the use of good study habits.
- To teach students how to do independent research and to reason logically.

3. HOME-BASED

We understand:

- From a biblical perspective, the parent(s) is/are responsible for the education of her/his/their child(ren).
- Every Christian home should have the opportunity to offer their child(ren) a Christian education.
- Home and school cooperation is powerful and effective.

4. LEARNING INSTITUTION

We encourage:

- The teaching of foundational biblical truths. Where differences of interpretation, opinion, or point-of-view occur, we encourage parents to be tolerant, teaching their child(ren) at home in accordance with their personal beliefs, thereby seeking unity on the essentials and tolerance, with love, in our differences.

5. OUTREACH ORIENTED

We believe:

- The unity of denominations speaks to the community.
- In participating in community events.
- Students represent CLS in the community.

6. LIFESKILLS

We seek:

- To give each child skills that will see them through life and teach them to adopt an attitude of life-long learning.

GOALS OF CLS

- To teach students to have an appreciation for what it means to be a child of God.
- To cultivate an understanding of the responsibility to rightly develop and use every student's God-given talents and abilities to the fullest potential.
- To help each student recognize the value of time as a God-given commodity.
- To encourage students to develop biblical attitudes toward material possessions and individual responsibility to stewardship.
- To assist students in demonstrating love and respect toward others, recognizing that we are all part of one body.
- To support student development of biblical attitudes toward friendships, marriages, family, work, society, and human relations.
- To emphasize proper attitudes in students toward divine and human authority, and to promote self-discipline and obedience.
- To promote proper health habits, physical fitness, and wise use of the student's body.
- To cultivate personal responsibility in family, school, church, and society.
- To bring glory to God by what the student says and does.

ADMINISTRATION

The Administration team consists of a number of individuals providing leadership and operating within certain responsibilities and giftings for the good of the whole school.

- Chief Educational Officer (CEO)/Principal
- School office secretary
- School bookkeeper

ADMISSION

Students are admitted to Christian Life School on one of the following premises:

a) At least one parent or guardian is a born again believer.
b) A student in Grade Five and up is a born again believer
c) A small percentage of admissions may be extended to include families that presently do not qualify under a) or b) but are in agreement with school policies and prepared to support Christian values. These cases will be decided upon by the administration.

All families in a) and b) are expected to be in regular attendance in the Christian church of their choice and all families are expected to support the school activities.

All new admissions will be considered probationary and will be reviewed at the end of the term in which they are admitted.

BIBLE TRANSLATION STATEMENT

CLS believes the original manuscripts of the Bible to be the inspired, infallible, authoritative, and inerrant Word of God. While many good translations exist, for ease of instruction and memorization, CLS uses the New International Version (NIV).

FACILITY

Our present facility includes a gymnasium, library, computer room, various classrooms for Kindergarten through Grade 9, a large playground with playground equipment, and a sports field.

MEMBERSHIP

CLS is a Group 1 British Columbia Ministry of Education Independent School.

We are also an accredited member of the Association of Christian Schools International (ACSI).

ORGANIZATIONS (Parents)

The **Board of CLS** exists to maintain policies on the governance of Christian Life School. They meet on a monthly basis throughout the school year. Their responsibilities include, but are not limited to, presenting a balanced budget for the school year, developing and providing oversight for the school's Strategic Plan, and hiring and dismissing the CEO/Principal. The Board is to make decisions concerning capital expenditures and teachers, administrators, and support staff salary scales. The Board can act as a buffer between the administration, teachers, staff, parents, students, etc.

The Board shall consist of six to twelve members of whom at least 80% are parents with students in Christian Life School. There shall be a position for a representative from the Christian Life Centre (CLC) Board, Parent Advisory Team (PAT) chairperson, and CEO of the school.

While the Board of Christian Life School has been established to oversee the governance policies of Christian Life School, the **Board of Christian Life Centre** is the final authority in the government and operation of the school. Administration, teachers, support staff, parents, and students all have recourse to the CLC Board after other avenues of communication and assistance have been pursued.

Every parent of a child at CLS is automatically a member of the **Parent Advisory Team (PAT)**. Representatives from PAT form an executive that represents the parents to the administration and acts as a liaison between the school and the community. The PAT executive meets on a monthly basis throughout the school year. All parents are welcome to attend these meetings. The PAT executive chooses a chairperson, secretary, and treasurer who will normally serve two-year terms. The school administration and teacher representative, unless a parent also, are ex-officio members. Recommendations from the PAT are forwarded to the administration.

PARENTAL ROLES AND RESPONSIBILITIES

Role:

- To be the chief educator of their child(ren). Parents might ask CLS to assist them with this responsibility. At that time, the task becomes a joint effort.

Responsibility:

- Pray regularly for the school, administration, teachers, students, and school board.
- Be an example for your child(ren) by living a godly lifestyle.
- Offer constructive criticism/suggestions to the administration, teachers, and/or staff.
- Maintain effective communication with teachers and others at school.
- Participate in school functions, whenever possible.
- Co-operate with teachers and others at school.
- Support the school at home and in the community.

PARENTS' CODE OF AGREEMENT

Rational

Christian Life School exists as a support to Christian homes in fulfilling their mandate to raise children in the nurture and admonition of the Lord. The strength and effectiveness of the school will be largely determined by the dedication and spiritual maturity of the parents whose children are enrolled. It is therefore essential that a commitment be given by each parent before enrolling their child(ren).

Policy

Normally at least one parent must agree with all of the points which follow. A spouse who cannot support all points must at least agree with and be supportive of points four through fifteen.

1. I have received the Lord Jesus Christ as my personal Saviour and am actively involved in a local church.
2. I acknowledge that the Bible places primary responsibility on parents, especially fathers, for the education of their children, and am requesting this school to assist me in this God-given responsibility.
3. I will pray for the school.
4. I have read and fully accept the Statement of Faith, Goals, and Philosophy of Education of Christian Life School.
5. I will actively support the ministry of the school when I am able by assisting with various activities as needed.
6. I will support the standards of the school and uphold them outside of the school as well as in the school.
7. I authorize the school to employ such discipline as it deems wise and expedient for the training of my child(ren) as per the

Discipline Policy.

8. I will immediately seek to resolve misunderstandings personally and privately with the person(s) involved, in accordance with the principles of Matthew 18.
9. I accept that my child(ren) will be placed at a level determined by the administration in consultation with parents.
10. I hereby pledge to pay my financial obligations to the school on time.
11. I accept that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline; who fails to show satisfactory academic progress, or whose financial obligations are in excess of 30 days.
12. I will make a serious attempt to attend all Parent-Teacher Interviews and Parent-Teacher meetings.
13. I understand that tuition does not cover the full costs of educating my child (children) and will support the school through volunteering and various fundraising activities.
14. I will ensure that my child attends school regularly and on time. I will provide a written explanation regarding absence, tardiness, and leaving the grounds during school hours.
15. If my student is absent, it is their and my responsibility to make arrangements to complete tests and/or assignments.

STUDENT AGREEMENT GRADES 7-9

The following must be signed by grade 7 – 9 students and presented to the CEO/Principal.

- I will seek to follow the Bible's direction and will "think upon" what is true, right, pure, lovely, admirable, excellent, and praiseworthy. (Philippians 4:8)
- I will complete all my school work to the best of my ability, seeking help as needed. It is my responsibility to complete homework, assignments, and/or tests when I am absent.
- I will conduct myself in accordance with high standards of behaviour and attitude at school and during all school-related activities.
- I agree to obey the rules and will, as occasion requires, help others obey.
- I will not partake of alcoholic beverages or smoke.
- I will show respect at all times towards all staff and students.
- I will not use drugs of any kind that are not prescribed for me by a doctor or permitted by a parent.
- I will take my concerns and disagreements to the individual privately to get them resolved, according to the Matthew 18 principle.
- I will not use foul language.
- I will not be involved with any material that would commonly be regarded as pornographic.
- I will not listen to music that contains lyrics that are opposed to Biblical principles.
- I will not treat others with disrespect by calling them names, intimidating them, or making them feel less valuable than others.
- I will be careful to see that no damage occurs to school property and will report all accidents to the administration. I will be prepared to pay the cost of repairs for any damage I have caused.
- I understand that for serious offences as contained in the discipline policy procedures, I may be suspended or expelled.
- I will only participate in communication and activities that uplift other students and Christian Life School.
- I will not participate in any worldly or secular activities that contravene Christian principles.



"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law" (Galatians 5:22, 23).

ACADEMIC STANDARDS POLICY

In keeping with Colossians 3:23 and with a desire to fulfill Christian Life School's motto of "Excellence In All", all students are expected to work to the best of their God-given ability. These academic standards have been set so that important foundational skills will be developed to enable students to continue to succeed. To prepare for further learning, students who are capable of meeting the learning outcomes of the courses are held accountable to these standards.

Grades 7-9
Academic probation is a period of time when the student's academic position is in question and when an action plan must be implemented to improve his or her learning success. The student must attain the academic standard to be released from academic probation.

- Students are expected to maintain a minimum academic standard of 67% in all courses. Any student who achieves less than 67% within any term in any course at reporting time will be placed on academic probation (AP).
- An IP (In Progress) form will be sent to parents at any time a student's work is below 67%, listing work needed to be completed to bring the mark above 67%.
- When a student is placed on AP, a meeting involving the student, his or her parent(s), and appropriate teacher(s) will take place to develop an action plan. If the action plan is not fulfilled, further meetings with the administration will be held.
- Students on AP will normally not be allowed to participate in extracurricular activities while on probation.
- Failure to fulfill the AP requirements may bring into question the student's promotion to the next grade. It may also cause a re-evaluation of the student's re-registration at CLS.

CORRESPONDENCE AND ONLINE POLICY

Enrollment in these courses is to be discussed with the Administration when the course is not being taught at the school. There may be a charge for the courses depending on the current policy of the Ministry of Education.

COURSES OFFERED

The courses offered at CLS fulfill the Learning Outcomes of the BC Ministry of Education and fully meet the High School Graduation requirements.

Core courses are Bible, French (Grades 5-8), Graduation Transitions, Language Arts, Math, Physical Education, Science, and Social Studies.

Some of the Grade 9 courses offered are (not all courses are offered each year):
French 9 or English Composition 9, Information Technology (Computers 9), and Study Skills 8-9.

Electives offered in the past years are (not all courses are offered each year): Drama, Visual Arts, Outdoor Education, Leadership, Foods, and Creative Writing.

CURRICULUM

- As a Group 1 BC Ministry of Education Independent School, Christian Life School covers the BC Prescribed Learning Outcomes.
- As an independent Christian school, concepts are presented from a Biblical point of view.
- Bible classes and Chapel are classified as locally developed courses. The NIV Bible is used for Scripture memorization.

FRENCH AS A SECOND LANGUAGE

Our French as a Second Language program includes instruction beginning in Grade 5. Our goal is to give students a good foundation in the language through fun activities and experiences while it is easier for them to learn a new language. (If instruction is provided in the early Primary grades it is primarily oral and introductory in nature.) Students are normally required to take French from Grades 5-8 to fulfill the B.C. Ministry of Education requirements. Classes in other grades depend on instructor availability and student interest.

GRADING SYSTEM

Grades measure academic performance and are not necessarily a direct measure of character. CLS wants to encourage "excellence in all" for the whole student body. The goal of excellence will appear differently for each student.

Primary grades use "Exceeding, Meeting, or Approaching" Outcomes plus comments. Intermediate grades use percentages, letter grades, attitude and effort marks, and comments.

EFFORT:

E	**Excellent**
G	**Good**
S	**Satisfactory**
N	**Needs Improvement**

Letter Grades		**Grade**
A	**Excellent**	**100 - 86%**
B	**Very Good**	**85 - 73%**
C+	**Good**	**72 - 67%**
C	**Satisfactory**	**66 - 60%**
C-	**Passing**	**59 - 50%**
I	**Incomplete**	
F	**Failing**	

HOMEWORK

Homework is considered purposeful and meaningful at CLS. It provides students with additional opportunities for the development and reinforcement of CLS's learning outcomes.

Homework assigned at the primary grade levels, (Kindergarten – Grade 3), would consist mostly of makeup work, assignments for extra help, daily reading, and weekly spelling assignments. At the intermediate grade levels, (Grades 4 – 6), homework can be assigned for practice to assist students in mastering specific skills limited to the material presented in class and preparation given to prepare students to gain maximum benefit from subsequent lessons. Junior High students, (Grades 7 – 9), are assigned homework on a regular basis. This is necessary to complete the required content for each course. Teachers will try to regulate courses so that students are not required to do more than one extensive assignment on the same day. On average, no student should need to do more than 2 hours of homework per evening. Where students are doing excessive amounts of schoolwork at home, teachers would be happy to discuss this with parents.

Because we want each child to be successful, incomplete assignments are not acceptable. Each teacher will inform students and parents regarding specific actions connected with incomplete assignments. Possible actions include:

- marks deducted for late assignments.
- students may be expected to complete their unfinished/late assignments at noon and/or after school. (Parents will be contacted when after-school "success club" is necessary so they can arrange transportation.)

Failure to complete assignments may cause a student to fail a course if they have not demonstrated sufficient understanding of all the expected learning outcomes. This is especially applicable in high school grades.

EXAMS

Exam attendance is important. Students are to avoid travelling over exam dates. Students not attending the regular exam schedule will receive a 0% for that exam. Only **emergency** situations will be considered by the administration when addressed in a timely manner and in consultation with the plans of the homeroom/subject teacher.

REPORTING

The Ministry of Education requires at least three formal and two informal reports to the home each year. Informal reports include telephone calls, interim reports, and conferences. Two formal reporting periods are scheduled during the year and a report card is completed for each of these marking periods. CLS sends an interim report card to all students at the midpoint of each term/semester. A final report is completed at the end of the school year.

Please feel free to contact teachers more frequently during the school year to check on your child's progress, especially if difficulties in certain subjects have been encountered.

Honour Roll

The average is calculated on the overall achievement marks for each term for **grades 4-9,** with courses being weighted by credit value.

- High Honours An average of 93% or higher
- Honours An average of 86 – 92%

Excellence in Effort

Awarded to students who **consistently** work diligently, complete assignments on time, and show effort in all areas including social/behavioural. "Excellence in Effort" is awarded for each term. Students who maintain "Excellence in Effort" for all terms receive an "Excellence in Effort" Award at the end of the school year.

SPECIAL EDUCATION PROGRAMME

CLS's Special Education Programme is divided into two basic service groups: students with cognitive delays/learning disabilities and students needing intervention assistance. The Intervention Programme provides help for students who do not need Critical Learning Skills changed, but who need support services.

Intervention Programme

The Intervention Programme is designed to meet the needs of :

- students with no identifiable learning disability, but may need help with reading.
- students with different learning modalities.
- students having difficulties with grades, motivation, and/or responsibility.

The curriculum is based on the student's individual learning skill level. Students in the Intervention Programme will have an intervention plan that is written and monitored by an educator working with an Education Assistant. Each plan is written to incorporate the participation of the student, parent(s), and the student's teacher(s). The student's progress is monitored by the Education Assistance specialist.

In-Depth Programme

This program is designed:

- for students with cognitive delays; and,
- for students needing more self-contained classroom instruction for academics.

CLS reserves the right to register students in this programme, based on the opportunities they have to hire a specific Educational Assistant. Students in this programme have received an evaluation from a registered psychologist and are qualified for a provincial Special Education Grant. (CLS does not provide the finances required for an evaluation/assessment from a registered psychologist. Students may be assessed for learning style, cognitive ability, the present level of academic performance, ADD/ADHD screening (or other learning disabilities), and/or intervention plans.) The curriculum is based on the student's individual learning skill level. The Individual Education Plan (IEP) is written to incorporate the participation of the student, parent(s), home-room teacher, and Education Assistant. Life Skills are incorporated into the academic programme.

HOME/SCHOOL COMMUNICATION

CLS agrees that clear, open, and ongoing communication between home (parents) and school (teachers) is vital.

ADDRESSING CONCERNS (Matthew 18:15-17)

CLS strongly supports this biblical principle in all communication between all individuals connected with the school. The purpose is to eliminate gossip within our school community. All individuals connected to CLS are encouraged to meet one-on-one with the person they have concerns to discuss. When the one-on-one meeting resolves the issue, the concern stops there. If the issue is not resolved, the two individuals may request a witness from 1) Administration; 2) CLS Board chairperson; 3) CLC Board chairperson. These discussions continue until the concern/issue is resolved.

AGENDA

Each student from Grades 1 – 6 is issued an agenda to record homework assignments and important classroom communications. Students are expected to use their agendas as part of the curriculum requirements. The use of an agenda is a Life Skill. Teachers will

use the agenda as a means to communicate with individual parents and parents are asked to use the agenda as a means to communicate with their student's teacher.

CONTACT INFORMATION

It is essential that parents keep all their contact information (i.e. home, work, cell numbers, and email addresses) up to date with the school office.

CUSTODY ISSUES

For all custody issues, the school office must have copies of the legal documents and be notified in writing with documentation of all changes to custody provisions. It is the parent's responsibility to notify the school of any changes.

"MEET THE TEACHER" NIGHTS

It is critical that all parents attend this meeting held at the beginning of the school year.

NEWSLETTER

Parents should expect to receive the newsletter on the first school day of the week, usually Monday, but Tuesday after a long weekend. It will be sent to each family via email, however a hard copy is available if requested and sent home with either the youngest student or the student that parents designate. The newsletter contains important information from each classroom and the school, so please take the time to read it.

PARENT/TEACHER CONFERENCES

It is expected that parents will attend these conferences. There are regularly scheduled conferences connected with report cards. Teachers will conduct these meetings according to their preferences. (i.e. between teacher(s) and parent(s), student-led conferences with teacher(s) and parent(s), at teacher(s) request, at parent(s) request, etc.)

Progress Reports

(See **Grading** and **Reporting** in Section 2.)

Reporting to the School Office

In attempting to keep CLS a safe place, we ask that all parents and visitors report to the school office and sign in. When leaving the school, we ask that all parents and visitors report to the school office to sign out. Thank you for your cooperation.

ATTENDANCE

Attendance plays an important role in student achievement. Frequent absences create learning frustration and result in poor achievement. Absences create inconveniences for students and teachers alike. **Family trips should be scheduled during school holidays**, and doctor and dentist appointments should be made before or after school hours whenever possible. Low attendance affects our provincial funding for the school.

It is understandable that some absences must occur, due to illnesses and emergencies. However, we require a call from parents early in the morning that a child is absent from school. If we do not get a call by 9:15 AM, our school secretary will contact you to determine the reason for the absence. Written notes are also required for all absences. Please send a note the day the student returns to school.

Excusable absences include the following:

- illness of student, sibling, and/or parent;
- chronic illness of student, sibling, and/or parent;
- medical appointment outside of the local community for student, sibling, and/or parent;
- death in the family;
- inclement weather resulting in unsafe transportation and/or school closure;
- organized extra-curricular activities for the student and or siblings within or outside the local community;
- if a student is on an Individual Education Plan and has special needs, the student may occasionally remain at home for his/her mental health;
- extended absence due to family visit to another country;* and,
- missions trip involving the student. **

* This is an excusable absence as long as the school continues to provide and supervise the student's educational programme. For absences of more than a week for such a reason, the student will be expected to brief their class by giving a presentation upon their return to school.

**In the case of planned extended absences, the parents must give the teachers two weeks notice in order to supply homework. Each of these absences will need to have written confirmation/explanation submitted to the school office/administration.

Students needing to go home during school hours must advise their teacher(s). They must have written permission from a parent and have a parent sign them out at the school office. All students must be checked out at the office before leaving. Students in grades 9 are allowed to leave the grounds at noon only on a contract basis arranged with parents and the administration. Any other circumstances require permission from an administrator.

If a student is absent after 11:56 AM, when a school activity is taking place after school or in the evening, the student will not be allowed to participate in the activity, unless the absence is pre-arranged with the teacher/administration.

Absence Communications

If your student will or has been away, please do the following:

Before Absence - Send a note notifying us of absence and request homework. An email or handwritten note sent as a picture text is also acceptable.

- Elementary (Grades K-6) – send to the homeroom teacher
- Secondary (Grades 7-9) – send to the office

After Absence

- It is the parents/student's responsibility to complete all homework, assignments, and tests missed.
- After-school help is available for Grades 7-9 (upon request from 3:00-4:00 pm) to help with any missed assignments.

Make-up Work for Absence

It is the responsibility of the student to make up work missed due to absence(s). He/She must arrange with his/her teachers a plan to receive and complete homework/assignments and/or tests.

SCHOOL CLOSURE

School closures will be announced on the local radio broadcasts during the morning of the closure. The administration will determine closure and will notify the local radio station.

TARDINESS

All incidents of lateness will be recorded in the class register. When a student is late for school, after 8:45 AM, they must get a late slip at the office so the secretary will not need to call home to verify their absence. When a student is late for any class, he/she must obtain a late slip from the office and provide it to the teacher.

2026 – 2027 SCHOOL BELL SCHEDULE
Schedule is subject to change

ELEMENTARY

8:40	WARNING BELL
8:45	Homeroom/Attendance
9:00 – 9:40	Block One
9:42 – 10:20	Block Two
10:20 – 10:40	Morning Recess
10:40 – 11:20	Block Three
11:20 – 12:05	Block Four
12:05 – 12:49	Lunch
12:50 – 1:40	Block Five
1:45 – 2:20	Block Six
2:20 – 3:00	Block Seven

HIGH SCHOOL

8:40	WARNING BELL
8:45	Devotions in Homeroom
8:45 – 9:48	Block One
9:53 – 10:56	Block Two
11:02 – 12:05	Block Three
12:05 – 12:49	Lunch
12:49 – 1:52	Block Four
1:57 – 3:00	Block Five

2026-2027 SCHOOL CALENDAR

KINDERGARTEN TO GRADE 9

Schedule is subject to change

Dates	**CLS Calendar**
Days In Session	182 Days
Instruction Days	171 Days
Aug 31- Sep 4, 2026	All Staff back to work
September 7, 2026	Labour Day – No School
September 8, 2026	School Opens (Full Day)
September 14, 2026	Kindergarten Classes begin
September 17, 2026	Meet the Teacher Night (K-9) 7:00 PM
September 25, 2026	Professional Development Day – No School
September 30, 2026	Truth and Reconciliation Day – No School
October 9, 2026	Term 1 Interim Report Cards
October 12, 2026	Thanksgiving Day – No School
October 23, 2026	Professional Development Day – No School
November 11, 2026	Remembrance Day – No School
November 27, 2026	Professional Development Day – No School
December 8, 2026	Term 1 Report Cards
December 9 & 10, 2026	Parent Teacher Interviews 3:30 – 6:30 pm
December 17, 2026	Christmas Program at 6:30 pm
December 18, 2026	Last day of school before Christmas (1/2 Day)
December 21 - January 1, 2027	Christmas Break
January 4, 2027	School Resumes (Full Day)
January 29, 2027	Professional Development Day – No School
February 15, 2027	Family Day – No School
February 26, 2027	Professional Development Day – No School
March 9, 2027	Term 2 Report Cards
March 10 & 11, 2027	Parent Teacher Interviews 3:30 pm to 6:30 pm
March 15 - March 25, 2027	Spring Break – No School
March 26, 2027	Good Friday – No School
March 29, 2027	Easter Monday – No School
March 30, 2027	School Resumes (Full Day)
April 23, 2027	Professional Development Day – No School
April 30, 2027	Term 3 Interim Report Cards
May 14, 2027	Professional Development Day – No School
May 24, 2027	Victoria Day – No School
June 18, 2027	Last Instructional Day (12:05 pm Dismissal)
June 24, 2027	Awards Day/ Final Report Cards (2 hours)

HARASSMENT AND BULLYING PREVENTION POLICY

We want our school to be a safe place for all students. Consequently, bullying is never acceptable behaviour at CLS and is dealt with by adults in supervisory positions. We encourage students to inform the supervising adult, their own homeroom teacher, or the administration if they have been bullied or if they have witnessed a bullying incident. God expects us to treat others with respect and we expect it as well. (Colossians 3) "But now you must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips." (v.8) "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace." (vv. 12-15)

In a bullying situation, there is a power difference between the bully and the victim. For instance, the bully may be bigger, tougher, physically stronger, able to intimidate others, or has the power to exclude others from their social group. The intention of bullying is to put the victim in distress in some way. Bullies seek power and may operate in a variety of ways. Bullying may be physical, verbal, or relational where some students are excluded or have rumours spread about them.

Government Guidelines

The following elements are government guidelines as per the Inspector's Order.

1. "statement of purpose that provides a rationale for the policy, with a focus on safe, caring, and orderly school environments;
2. a reference to the protection of students' physical safety, social connectedness, inclusiveness, and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation, or gender identity;
3. one or more statements about what is
   a. acceptable behaviour, and
   b. unacceptable behaviour, including bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school environment;
4. one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity, and special needs, if any;
5. a commitment that the authority will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the policy"

Source:
https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/k/i1_16.pdf

Definitions of Bullying

This Policy is to identify and address various types of Bullying – Verbal, Social, and Physical.
Verbal refers to – threats, name-calling, teasing or sexual remarks, etc.
Physical refers to – hair-pulling, biting, hitting, pushing and personal attack, etc.
Social refers to – manipulating or ruining friendships, excluding / ignoring others, malicious notes or emails about another student, etc.

The above list is not exhaustive but it does identify some of the ways bullying occurs. It is also equally important to recognize that not all incidents involving conflict are necessarily "bullying".

At CLS, each student, parent, and members of Faculty are empowered to identify and act upon any situation that should arise. While this policy addresses the bullying of students there is also bullying of teachers by students and this needs to be addressed with the administration. Bullying differs from an act of aggression in that it is repetitive and targeted in nature.

Expectation of Student(s)

1. To show respect for one's self and to others,
2. To be Responsible for one's own actions,
3. To accept and tolerate personal differences,
4. To not initiate or assist in Bullying another person.
5. To respect teachers and not initiate bullying toward them.

Preventing Bullying

1. Develop awareness of Bullying through education
2. Promote a 'safe place/atmosphere' while at school and play
3. Promote positive student interactions and conflict resolutions
4. Make information and resources available to the student(s) and parent/guardian

Roles & Responsibilities

1. Parent(s)/guardian(s) are responsible to understand and support the goals and procedures of the Anti-Bullying Policy publicly and privately. If the issues are still unresolved they should address their concerns to the administration.
2. Students are responsible to understand, support, and obey all school rules and humbly submit to correction when it is given.
3. School personnel and monitors are responsible to understand, support, and follow the goals and procedures of the Anti-Bullying Policy. They are responsible to enforce all school rules fairly. They are responsible to keep accurate records of serious or repeated offences. (An Incident Report form is available from the school office.)
4. Any Parent/Guardian, or faculty member who identifies Bullying behaviour; the following steps are required;
    - Separate the students involved,
    - Ensure that there are no physical injuries to the students involved,
    - Contact CLS Faculty.
5. Upon receiving a Bullying altercation, CLS Faculty will ensure the following steps are to be taken;
    1. Ensure that there are no physical injuries to the students involved,
    2. Identify the student which is being Bullied and the student being the Bully,
    3. Ensure that the student:
        - Being bullied understands that the Bullying is not their fault,
        - Bullying understands the harmfulness of Bullying.
    4. Report and record all incidents of bullying in an Incident Report.
    5. Monitor and follow up on all incidents reported.
    6. take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of the policy

This Policy is to be reviewed by Administration and faculty yearly unless otherwise required to address or update this policy. Furthermore, this Policy is to be reviewed with all students through school general meetings or appropriate communications with parents.

At our school, a variety of consequences and approaches are available to those persons entrusted with the responsibility of maintaining the school as a safe, efficient, and supportive environment. Consequences for bullying behaviour must be appropriate, corrective, and fair, but flexible enough to consider and/or adapt to the circumstances of any given situation. Consequences vary with the nature and degree of student compliance but can include everything from discussions to expulsions. The important activity is action, rather than ignoring the situation. The administration is duty-bound to take what they deem is appropriate action.

DISCIPLINE POLICY

The Scriptures command parent(s)/guardian(s) to train up children in the way they should go and raise them in the nurture and admonition of the Lord. The basic task is to help students seek God's help to address some of the negative character traits like lying, stealing, anger, selfishness, laziness, hatred, etc., and develop positive character traits like honesty, self-control, kindness, generosity, diligence, etc. As a school, it is our commitment to work with parents to help students surrender their lives to Christ and to develop positive Biblical character values. As we work together in shared responsibility, CLS will take responsibility to confront negative traits and nurture good behaviour. As a School, we solicit your assistance and support to make the educational experience positive and Godly.

Roles & Responsibilities

- Parent(s)/guardian(s) are responsible to understand and support the goals and procedures of the Discipline Policy publicly and privately. They are expected to teach their children the importance of obedience to the legitimate exercise of authority. They are responsible for first discussing any concerns regarding a specific disciplinary measure with the staff member involved. If the issues are still unresolved they should address their concerns to the administration.
- Students are responsible to understand, support, and obey all school rules and humbly submit to correction when it is given.

- School personnel and monitors are responsible to understand, support, and follow the goals and procedures of the Discipline Policy. They are responsible to enforce all school rules fairly. They are responsible to take appropriate disciplinary action when rules are broken, taking into account the nature of the offence, the student's age and understanding, and the student's past behaviour. They are responsible to keep accurate records of serious or repeated offences. (An Incident Report form is available for perusal from the school office.)
- The administration is responsible to ensure that parent(s)/guardian(s), students, and teachers are informed of the Discipline Policy and school rules each year. He/she is responsible for ensuring that both are followed consistently. The administration is responsible for suspending students, for up to five days when necessary.
- The School Board shall review the Discipline Policy and its implementation by January 31st of every second year.
- Copies of the Discipline Policy shall be distributed to every family every year, in the Family Handbook in September.

DISCIPLINE PROCEDURES

- The Discipline Policy applies at school, at all official school functions, and during transit to and from school and school functions.
- Methods of discipline shall include, first of all, those positive elements which encourage good behaviour and reduce the occurrence of bad behaviour. These include such things as awards, rewards, stickers, encouragement, praise, close supervision (hallways, playground, exams), use of eye contact, reminders of expected behaviour, etc.
- All discipline shall be administered fairly and in an attitude of love, not vengeance. Whenever possible, the punishment shall be a logical consequence of the misbehaviour and appropriate in severity. School personnel are responsible for determining whether a specific event constitutes a Minor Offence or a Serious Offence. They are expected to discuss it with the child, and employ appropriate disciplinary measures based on the following guidelines:
- Minor Offences such as being late for classes, chewing gum in the building, loitering in bathrooms & kitchen, snowballing, horseplay, talking out of turn, disturbing others, homework not done, meddling with or accidentally damaging property, failure to fulfill a consequence, dress code violation, etc. warrant one or more of the following penalties:
    - Verbal reprimand
    - Writing assignments (essays, lines, spelling, or vocabulary)
    - Isolation from the class (at the back of the room or out of the class)
    - Community service (sweeping walks, shovelling snow, cleaning the Library, etc.)
    - After-school detention (will be arranged with parent(s)/guardian)
    - Restitution-repayment for or restoration of damaged property, (which will be reported to parent(s)/guardian)
    - In-school suspension (isolation for the entire day including recess and lunch). Students who have received three after-school detentions in one term will receive a one-day-in-school suspension. Parent(s)/guardian(s) will be notified.
- Serious Offences such as lying, cheating, stealing, swearing, willful defiance, disrespect to those in authority, possession of drugs, tobacco, alcohol, firearms or pornographic materials, false fire alarms, cutting classes, fighting, mistreatment of others, repeated critical or derogatory comments, deliberate or serious damage to property, inappropriate physical contact, repeated Minor Offences, etc. This will result in a phone call and an Incident Report form to be signed and returned by parent(s)/guardian(s) and one or more of the following penalties will be applied:
    - Any of the penalties for Minor Offences, but with greater severity
    - A meeting with the administration
    - A meeting with the administration, parent(s)/guardian(s), and others as is appropriate
    - In-School suspension of up to three days
    - Out-of-School Suspension;
    - Probation
    - Expulsion
- A written record shall be kept by the administration of all detentions, suspensions, and serious offences, with a description of the offence and the penalty given.
- Out-of-School Suspension for up to five days may be given to a student at the discretion of the administration. Parent(s)/guardian(s) are participants in the discussion and decision. Students will be expected to complete all assignments, tests, and notes given during the period of suspension before they may return to school. Students are responsible to seek clarification of assignments from their teacher(s) if necessary. All out-of-school suspensions will be reported to the School Board.
- Probation is a period of time during which the student's enrolment is in doubt. The duration of the probationary period and the specific changes expected of the student will be decided by the Administration. The parent(s)/guardian(s) and the student will be notified in writing of the Administration's decision. The Administration will meet with the student and

parent(s)/guardian(s) at the end of the probationary period. The Administration may then terminate, extend, or modify the probationary requirements.

- Expulsion of a student occurs at the discretion of the Administration. Parent(s)/guardian(s) will be notified in writing of the pending expulsion and given an opportunity to meet with the Administration. Parent(s)/guardian(s) who wish to re-enroll an expelled student may request such by letter to the Administration. The letter should indicate evidence of a changed attitude and behaviour sustained over a period of time that would warrant consideration. The Administration may choose to re-enroll the student with or without probationary conditions or may refuse to accept the re-enrollment. Expulsion of one child, in and of itself, shall not jeopardize the continued enrollment of any sibling; however, lack of parental support for the Discipline Policy may.

Discipline Appeal Process for Out-Of-School Suspensions, Probation, and Expulsion

- If the parent(s)/guardian(s) disagree with the discipline administered to their child they are expected to first address their concerns to the parties involved and the Administration.
- If unresolved at step one, parent(s)/guardian(s) may request, in writing to the School Board Chairman, a hearing of their concerns.

Procedure:

- Write a letter to the Chairman of the School Board outlining concerns or objections.
- An appeal hearing date will be set by the Chairman of the SchoolBoard within one week of receiving a written appeal.
- Parent(s)/guardian(s), students, and School Board will exchange all documentation to be presented at the hearing at least 24 hours before the meeting.
- Administration will present reasons for the disciplinary actions at the hearing.
- Parent(s)/guardian(s) and/or student may respond and present any extenuating circumstances or additional information for consideration. Parent(s)/Guardian(s) may request a private meeting with the School Board.
- The School Board will then meet privately and a written decision will be given to the parent(s)/guardian(s), administration, and student within three days.
- If unresolved at the School Board level, a final appeal may be made to the Church Board.

ACADEMIC INTEGRITY

Because Christian Life School is committed to academic excellence, we are continually in the process of curriculum review, evaluation, and adaptation.

The academic program at CLS includes kindergarten through ninth grade. All grades are taught in a traditional setting. All classes are taught using the Bible as a vital part of the curriculum. Regular chapels and Bible classes also play a key role in the education of every student.

ALLERGIES

Students with any allergy(ies) are discussed at the initial interview with parents. Any students with health concerns in this area, and how this will be handled in the school setting, will be made public on a "need to know" basis.

CODE OF CONDUCT

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life. Respect is necessary for all successful and meaningful relationships (Romans 12:18). The building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients for the development of self-worth (I Corinthians 10:31).

As we seek to provide a balanced and disciplined learning environment for the students of Christian Life School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the homework cooperatively for the student's good. Since we teach students at CLS to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at CLS. We can instill in students proper Christian educational and moral principles only through our partnership in a programme that includes clear disciplinary procedures. Parent and student cooperation in this programme is crucial.

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of CLS, both on and off campus, so that we might all live and work happily together. This Code of Conduct is verbalized in both the Parent and Student Agreement contained in the Handbook.

FIRE/TORNADO/EARTHQUAKE DRILLS & LOCKDOWN PROCEDURES

Fire drills will occur periodically during the year. Teachers must do tornado/earthquake drills immediately following fire drills during the year in their classrooms. CLS also has a lockdown policy and procedure which is practiced during the year.

FRAGRANCES AND SCENTS

We are seeking to be a scent-free school due to sensitivities to perfumes, colognes, aftershaves, and air fresheners. The various strengths of fragrances and scents can cause headaches, migraines, and asthma in some people. We appreciate your compliance with this issue.

HALL PASSES

Hall passes are issued by the classroom teacher. Any student in the hall during regular instructional time needs to have a pass.

LOCKERS

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must clearly understand the following guidelines:

LOCKER GUIDELINES

- Students will use the locker assigned to them. Students should not switch lockers with another student or move to another empty locker.
- Students will use a school-issued lock at all times unless Administration makes an exemption. It is advised that students not give their combinations to other students. There is a $5.00 fee per year for a lock. The lock must be returned to CLS at the end of the school year.
- Lockers must be kept clean inside and out.
- Stickers, writing, or painting is not allowed on any part of the lockers.
- Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
- Students are responsible to pay for any locker damage caused by violation of the above rules.
- Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
- Any problems with a lock and/or locker should be reported to the school office.
- The school is not responsible for lost, stolen, or damaged goods belonging to the students.

LUNCH PERIOD

Hot lunches may be provided by the school, and schedules and prices will be distributed by the office.

CLS has a **"closed**" lunch period; that is, students are not routinely permitted to go off campus for lunch. Any students leaving campus during lunch period must be signed out by their parents. Former students in good standing may arrange with the office to make a lunchtime visit. Family members may also visit during lunch hour and are expected to sign in at the school office.
On occasion, it is acceptable for parents or teachers to bring in or have lunch delivered for students.

Expectations of Students During Lunch (12:05 – 12:25)

- Sitting and eating quietly and politely.
- No one in the halls, except to get hot water or to go to the canteen.
- Students stay in their own homeroom during eating time.

- Clean rooms before dismissal. Students will wipe off their desks. Supervisors need to arrange to have a container of soapy water in their room if there is no sink in the classroom.
- The supervisor is responsible to make sure that classrooms are clean after lunch. If there is a problem, they may wish to keep the whole class inside until the room is cleaned.
- No eating in the halls or on the stairs. Food taken outside must be eaten at the picnic table and any garbage put in the garbage can.
- Dismissal is at 12:25 PM unless the supervising teacher instructs students to stay in because of excessive noise or an unclean room.
- K – 6 students must go outside if it is an outside day and they are not scheduled for Intramurals.
- 7 – 9 students are allowed to stay inside in designated areas, still being supervised. If they go outside, they must follow the guidelines provided and be respectful to the outside supervisors.
- Intramurals and extra-curricular activities will be organized throughout the year.

"IN DAYS" and "OUT DAYS"

There will be an EA assigned the responsibility of determining whether it is an inside day. The person assigned will indicate "inside" or "outside" on the board in the upstairs and downstairs hall. On inside days students will stay in their classrooms doing quiet activities. The gym may be opened as available.

- In determining what is an inside day, the person responsible should consider:
- temperature (-20 including wind chill is a general limit),
- wind chill, and
- wetness/mud.

On inside days, the scheduled outside supervisors must cover the following areas: primary classrooms, intermediate classrooms, and the gym, (two supervisors required). Supervisors will decide between them who will supervise each area. Students are expected to stay in their designated areas. Lunch times will be adjusted in winter to use the gymnasium.

PARKING LOT

Vehicles need to enter the school parking lot from 90th St. and exit onto 112th Ave. Parking lot speed is 10 km per hour. Exceeding the 10 kmph speed limit will be considered reckless operation of a vehicle. No matter where your vehicle is located, please keep this flow in mind. Vehicles should be parked in such a way as to avoid backing up when leaving. Keep three things in mind when utilizing the school parking lot:

- When dropping off/picking up students, there is a lane for that;
- When staying for longer periods of time, there are parking spots for you to use and,
- There should be a lane open for moving traffic.

PLAGIARISM

Copying others' work or writing without proper referencing is unethical and illegal. Teachers discuss this understanding with their classes and provide lessons on proper bibliographical notation.

PLAYGROUND GUIDELINES

Grades K – 4

Safety is our first concern. With that in mind, these guidelines have been put into place:

- Do not go out of bounds/fenced areas.
- Wear outside shoes.
- Slide on your bottom, feet first, when on the slide. Do not walk up the slide.
- When on the swings, one student per swing. No standing, twirling, or on the stomach.
- Obtain permission from a staff member to go back into the school.
- Food is to be eaten at a picnic table.
- No wrestling, fighting, pushing, or play fighting.
- No unsafe activities or behaviours.
- Supervisors: Maintain proper focus on the students for their safety.

During Winter:

- Must wear ski pants and mitts if on hills or equipment.
- No snowball throwing – or throwing anything.
- Stay off the ice unless you have a hockey helmet. (Gr. K-4)
- The hill beside the fence is for K – 4. Slide on your bottom, feet first, and don't walk up the front of the hill.
- Do not dig tunnels in snow piles.
- No unsafe activities or behaviours.

Grades 5 – 6

The guidelines are similar to grades K – 4, except they do not have to wear ski pants and mitts, allowing for more independence and responsibility for older students.

SCHOOL PHONE

Students may use the phone outside the school office with permission and a pass from the classroom teacher. (They must also receive permission from the school office staff.) Other building phones are not to be used by students.

SCHOOL PROPERTY

School property is provided for students to use. They are responsible for anything that is lost, damaged, or defaced. Repair or replacement costs will be the responsibility of those causing the damage.

SCHOOL RULES

- Respect is to be shown to all adults, students, and for property and facilities.
- Proper and orderly conduct in the school and during school activities.
- No chewing of gum in school or on school grounds.*
- Students will refrain from loitering in the washrooms.
- Fire escapes are off limits unless the alarm sounds.
- Kitchen and gym are off limits for unsupervised students.
- Tackle games or "play fighting" are not permitted.
- Snowballing is not allowed.
- All elementary students are to change from outside to inside shoes when in the building. Grade 7-9 are required to have CLEAN and DRY shoes while in the building.
- No food or drink during class time, except water in water bottles.*
- Audio or visual listening or playing devices are to be turned into the teacher's designated phone basket at the start of class unless being used for class purposes. All devices not turned in to the teacher are to be left in student lockers. Cell phones or other wireless devices are not permitted to be used during school hours, or in the building. Cell phones are to be kept in lockers during the day.*
- Students may not bring any dangerous items to school, including but not limited to: knives, sharp objects, firearms, firecrackers, etc.
- Students should not bring expensive personal items or significant sums of money into the school environment unless students place in the care of school staff.
- All electronic devices, excluding calculators, should be left in lockers during tests and exams.

*Students in Grades 7 – 9 are exempt from these rules since the expectation is that these students have developed proper respect and responsibility. This privilege may be removed if abused.

SUPERVISION OF STUDENTS

Students of CLS will be supervised while on campus at the times detailed below in addition to class time.

AM Supervision

There is a supervisor in the parking lot beginning at 8:30 AM watching for unsafe traffic and student behaviour in the parking lot and entrances. All school doors are locked, except the outside doors to the two boot rooms, so students can come in from the elements. The outside boot room doors are opened at 8:30 AM and the inner doors and classroom doors are opened at 8:30 AM.

Recess Supervision
Students in grades K – 6 are expected to go outside in all reasonable weather. They are not allowed to leave the school grounds without the parent signing the student out at the office. Students are supervised by staff, at the side of the school and in the playground at the back of the school.

In the event of inclement weather, students will be supervised in the gym and/or classrooms. Gym time is rotated between primary and intermediate grades during inside days.

Lunch Supervision
A staff member or high school student will supervise students during eating time to ensure safe and polite student behaviour.

Grades K - 6 students are required to go outside unless they are involved in the Intramural Program or Study Hall.

Grades 7 - 9 students are allowed to stay inside in designated areas and are supervised.

Any students leaving campus during lunch period must be signed out by their parent in person at the office. Alternatively, a parent may phone the office and send a digitally signed note to allow their child to leave.

PM Supervision (3:00 PM to 3:15 PM)

Outside Supervision
Staff members are on duty outside soon after the dismissal bell. They will monitor the parking lot for traffic and student safety. Students are to be picked up promptly between 3:00 - 3:15 PM and as such there is no other outside supervision at that time. Students are expected to watch for their ride, rather than play at this time. Students are not allowed to ride their bikes, skateboards, scooters, etc. until they have left the school property. The supervising teacher will lock the student entrances at 3:30 PM and those students still present at the school will wait upstairs under the supervision of staff unless they are involved with a team or activity under the supervision of a teacher or coach.

School Extra-Curricular Teams
When students are involved with school teams, the team will be supervised by the coach, (parent or teacher), from 3:00 PM until after the practice or game and the students are all picked up by their guardians, or are otherwise accounted for (eg. walked home; given a ride by another team member's parent, etc). Siblings may watch practices with the coach's permission.

DRESS CODE

We believe that Christian Life School is in place to help parents as they guide their children through childhood and on to adulthood. We believe that modesty is a biblical guideline and a reflection of our view of God. We recognize styles change, and may vary, but that modesty should remain as a constant guideline. Students will be encouraged to wear clothing that is clean and neat, properly fitting (not too loose or too tight), avoids negative or suggestive slogans, and communicates modesty. Scriptural support for a dress code can be found in I Tim. 4:12, and I Cor. 6: 19-20. If students are dressed inappropriately, teachers will meet with students one-on-one, (discipling), to discuss the situation.

Some guidelines are as follows:

- Shorts and skorts must not be shorter than mid-thigh (between the start of the leg and the knee).
- Skirts should be moderate and appropriate
- Writing or pictures on the seat of the pants is not allowed.
- All shirts/tops must be a minimum of a "t-shirt" style.
- Midriffs, cleavage or undergarments are not to be showing.
- No hats are to be worn in the building. On Dress Up day hats will be allowed if they match the theme and still promote positive messages.
- A student who violates the dress code will be asked to change.

ASSEMBLY

School-wide assemblies are held in the gym once a month. The schedule may change, as per administrative needs. The purpose for this assembly is to spiritually challenge the whole school body for the upcoming week, practice corporate prayer, announce upcoming events at school, celebrate individual and group accomplishments, take part in the school-wide Bible memory work and so on. This is a time to bring the school together and build school spirit.

BIBLE APPLICATIONS

As an application of Bible classes, we encourage all students to participate in doing service projects in the community and/or their home church. CLS staff and/or parent volunteers are utilized as helpers for some of these times. The school is always open to new opportunities for the students to be of service, so if you know of individuals who need help, that are within our capacity to serve, please contact the school and we will try to find a way to take care of the situation. Our desire is to reach into the community with the love of Christ by being servants.

CHAPEL

Chapel times are the responsibility of the Administration. All CLS staff and students are expected to attend chapel services when they are held, two to three times per month. There are opportunities for students to participate in worship music and sharing during the chapel services.

CLASS PARTIES

At various times of the year, each homeroom class will have designated times and days for class parties. Parents will be informed about these parties prior to them happening.

FIELD TRIPS

All school-related activities that involve leaving the school campus and/or after hours participation of students, must be brought to the attention of the Administration for approval at least one week prior to the activity.

The principal must approve all field trips requiring transportation by bus or parent volunteer drivers. A general parent permission form will be established to cover common situations within Fort St. John city limits, but normally a signed form is required to assure parents are aware of any field trip(s).

School Board approval is necessary for any field trips that are overnight or outside the city and surrounding area.

HOLIDAYS

Families are encouraged to take holidays at the same time as scheduled school holidays listed on the school calendar.

RECYCLING PROGRAMME

Desiring to teach the students at CLS to be environmental stewards, the school will operate a recycling programme involving beverage containers used at school. There will be specific sites located in the school where students can deposit their drink containers to be recycled. Funds from this recycling programme will be used according to an agreement between the Administration and Student Council.

The school will also operate a paper recycling programme within the school.

RETREATS

Annual, overnight retreats may be planned for grades 8-9, in the spring. The spring retreat recognizes the “graduating” grade nine students. The fall retreat builds on leadership skills for our older students.

SPIRITUAL EMPHASIS WEEK

During a week in the school year, time is set aside for special chapel periods that concentrate on the spiritual theme for the school year. The emphasis is to use this week to challenge students at CLS to draw especially near the Lord and make fresh commitments to Him.

STUDENT COUNCIL

The Student Council at Christian Life School desires to enhance the school spirit among the students. It also gives the students an opportunity to:

- serve the student body,
- have a voice,

- develop leadership abilities,
- conduct activities that relieve teachers of these responsibilities,
- encourage students to take ownership of the atmosphere of the school,
- help students build community,
- provide role models for discipleship, and
- promote stewardship in and outside of the school.

Students Council also raises money for prizes and other causes the Administration and Students Council decide on.

STUDENT MEDICAL HEALTH INFORMATION

Student medical health information is collected on the registration forms and distributed to staff on a need-to-know basis.

MEDICATION

Students that require medication administration while in the care of the school are required to complete an Authorization / Documentation for Medication Administration. The school is unable to administer any medication without this form on file.

TUITION PROCEDURE

Rational

The following Tuition Policy has been established to:

- ensure the efficient financial management of the school budget;
- help the Board with the successful recruitment of excellent teachers and low staff turnover by providing the staff with adequate salaries and compensation; and
- help to provide more electives and classroom supplies needed for high-quality education for the students.

Policy

Beginning March 1 of each year, re-registration forms will be sent to all families currently registered with Christian Life School. Existing families must submit a re-registration form, a non-refundable family registration fee, ($250 up to April 30 and $400 beginning May 1), and the balance of tuition paid by direct debit authorization, in order to secure placement for the upcoming school year.

Starting on April 1, new families who have been interviewed and approved are able to submit registration forms, the non-refundable family registration fee, and the balance of tuition by direct debit authorization in order to secure placement for the upcoming year. Approved families will be considered on a first-come, first-serve basis for the upcoming year.

All tuition and fees in arrears must be paid in full before a re-registration is accepted and the student can attend school. If necessary, a request for special arrangements can be made in writing to the Administration for approval. Upon approval, the family will be required to sign a contract outlining the special arrangements. If financial aid is required or special circumstances need to be made for tuition, this must be arranged prior to submitting the re-registration form or registration form. Students will not be permitted to attend classes without registration and financial forms submitted and approved. The registration fee will be forfeited by the family if they choose not to attend or withdraw any children during the year. This will help to provide the Administration with approximate enrolment numbers so they may begin recruiting teachers and offer contracts to existing teachers.

***Please note the family registration fee is required in order to re-register and guarantee class placement and must be paid at the time of registration. This fee is applied to Christian Life School's capital cost account, for capital and/or equipment improvements and/or replacements.**

2026/27 Tuition

First Child	$ 4,300.00
Second Child	$ 3,500.00
Third Child	$ 2,850.00
Kindergarten (3 Day)	$2,500.00
Fourth Child	$ 1,550.00
Fifth Child	$ 1,200.00
Sixth Child	$ 1,200.00

- Seventh Child $ 1,200.00
- Eighth Child $ 1,200.00
- Each Additional Child $ 1,200.00

The additional **Fee** per student for ent Grades 7-9 is $300.00

Please note that a portion of tuition is tax-deductible, and may be claimed as a charitable donation for the 2026 year.

Tuition Payment Options
After the registration fee is paid, you have the following options to pay the tuition and high school fees:

- In full with registration forms by cash, cheque, or post-dated cheque
- 10 Pre-authorized Payments (September 2026 through June 2027)
- 12 Pre-authorized Payments (July 2026 through August 2027)

If debits are returned NSF a $30.00 NSF fee will be charged. The full amount of the debit and fee must be paid to the school within 7 days from the date of the payment by certified cashiers cheque or cash. If a family calls the school requesting that the school hold their payment a new date must be given (within two weeks) when it can be processed.

If a family cannot pay according to these options, a request for special arrangements must be made in writing to the Administration for approval prior to submitting a re-registration form or registration form, e.g. pay when an income tax refund is received, or when cattle are sold, etc. Upon approval, the family will be required to sign a contract outlining the special arrangements.

If financial aid is required, a financial aid application form must be filled out and submitted along with a copy of current financial documents, as requested by the Administration, and approved prior to registering. All those receiving financial aid will be required to pay a portion of the tuition.

Note: We are now capping our Financial Aid Bursary as per the board guidelines.

Tuition Refunds

If a student withdraws from CLS during the school year, due to parents being transferred from Fort St. John or if a child becomes seriously ill, pro-rated tuition will be refunded upon written request.

Those parents who do not fall into the above categories and feel they are justified in receiving a tuition refund may make an application in writing to the Administration for consideration. If a refund is approved it will be pro-rated. Those who do not make an application by the end of the school year will forfeit the remaining tuition.

Those students who have been expelled from CLS will not receive a refund.

Tuition for those students who register with the school part way through the year will be pro-rated.

Students who wish to register and who are not eligible for the provincial grant must pay the full amount of tuition and provincial grant amount to register.

If a family wishes to have a seat held for them because they will not be attending class until later in the year, they must pay tuition for the whole year in order to have a seat held for them.

Note: The registration fee is not refunded for any reason.

FINANCIAL ASSISTANCE

If financial aid is required, a financial aid application form must be filled out and submitted along with a copy of current financial documents, as requested by the Administration, and approved prior to registering. All those receiving financial aid will be required to pay a portion of the tuition. Note: We are now capping our Financial Aid Bursary as per the board guidelines.

FUNDRAISING POLICY

Fundraising is an opportunity to obtain additional resources for our students. The long-term items will be a legacy for decades to come. Parents are expected to participate in PAT and school fundraising projects in order to provide equipment for the school.

MISCELLANEOUS SCHOOL FEES

Families will receive a statement of school fees for their students early in the school year. These fees will vary from student to student based on their grade.

The following are fees that can be expected by the parents:

Activity Fee
Due to many requests from parents, we are instituting an activity fee to be collected at the beginning of each year, to cover the costs of various activities such as skiing, swimming, science fair, etc.

Agenda
All students from grades 1 – 6 are required to have an agenda which will be ordered by the school and charged to the parents.

Gym Strip
All students, (grades 4 – 9), are expected to have a properly fitting uniform gym strip. A form will be sent out at the beginning of the year, allowing parents to order the gym strip.

Lock Rental
All students who have a locker must use a school lock, for which they will be charged $5.00 per year.

School Supplies Fee
School supplies lists are set yearly by the teachers and school to cover necessary classroom needs.

Sports Fee
A sports fee is required for grades 4-9, to help cover the cost of travel to sports events and some equipment.

Textbook Fee
Once a child enters Grade 5 or higher, they are required to supply a non-refundable textbook fee for each child.

AWARDS

In order for a student to receive a certificate or award, they must have completed the entire term or year. An award may not be given if the teacher determines that there is not an eligible student.

Scholarship Award:
One student in each grade (1-9) who has the highest overall academic achievement.

Honour Roll Awards:
Given to students in grades 4-9 who achieve the following standards:
High Honours – will be given to students who have had High Honours standing in all three terms.
Honours – will be given to students who have had Honours standing in all three terms.

Excellence in Effort Award:
Given to students in grades 1-9 who have had Excellence in Effort standing in all three terms.

Bible Memory Award:
Given for excellence in Scripture memorization for all passages for the entire year.

- **15 Bible Verse Award:** Awarded to K-2 students who memorize 15 bible verses. As students complete fifteen verses, they receive a certificate, and their achievement is recognized during the next assembly.

- **30 Bible Verse Award:** As students complete thirty verses, they receive a certificate recognizing their achievement at the next assembly. This provides a moment to say "Well done! Keep going!" They also are acknowledged during the Awards Ceremony by being asked to stand.
- **60 Bible Verse Award:** recognizes students who go beyond the minimum assigned school passages. As students complete sixty verses, they receive a certificate recognizing their achievement at the next assembly and lunch with the principal. They also are acknowledged during the Awards Ceremony by being asked to stand.
- **100 Bible Verse Award:** In the **One Hundred Club** students who learn the school passages as well as enough extra to add up to 100 verses, receive a reward of $20 and a certificate recognizing their achievement at the next assembly. They also are acknowledged during the Awards Ceremony by being asked to stand.
- **150 Bible Verse Award:** In the **One Hundred Fifty Club** students who learn the school passages as well as enough extra to add up to 150 verses, receive a certificate recognizing their achievement at the next assembly and receive a medal at the Awards Ceremony

A school plaque, (**Highest Bible Memory For the Year**), will be established to keep track of the students in elementary and junior high who memorize the most verses for the year. Recipients will be recognized at the Awards Ceremony.

Service Award:
Given to the one student in each homeroom (K-9) who consistently serves his/her peers or classmates on his/her own initiative throughout the year.

Outstanding Leadership Award
Given to one student in each homeroom (7-9) who shows the greatest ability to initiate leadership in a wholesome and positive direction and who is dependable and responsible in his/her leadership.

Citizenship Award
Given to two elementary students (K-6) for each homeroom. Qualifications are a) community effort, and b) betterment of the school.

Most Improved Award
Given to one student in each homeroom (K-9) whom the teacher deems to have shown the most improvement either in academics or behaviour over the school year.

Athletic Award
Given to one student in the K-6 homerooms, and one boy and one girl in junior and senior high school, based on a combination of athletic ability and good sportsmanship.

Fine Arts Award
Given to one student in each K – 7 homeroom, and to one Junior High student (7-9) for excellence in one or more areas of Fine Arts:
- Visual Arts
- Music or Drama

Ken March Memorial Technology Award
This award is given annually to an Elementary and Secondary student who shows proficiency in the use of technology.

Protecting Your Personal Information:
CLS gathers and uses personal information to provide your child with the best educational services as outlined in our Mission Statement and core values. Personal information is required in order to register your child at CLS and assist the school authority in making informed decisions on the suitability and appropriate placement of your child. This information will also allow CLS to respond immediately to an emergency. CLS commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent unless permitted under the PIPA (Personal Information Privacy Act) legislation. CLS does not sell lease or trade information about you to other parties. For more information on CLS's use, storage and disclosure of personal information, please contact the Administration.

Handbook Updates and Reviews

This is the current version of our family handbook published May 2026. Any revisions and updates will be posted to the digital version that can be found at any time on our website. Visit us at: www.christianlifeschool.ca